Collecting Non-Traditional Instruction (NTI) <u>Student Work</u> Using CIITS

When students complete an assessment in CIITS or upload completed assignments to Student Workspace, any school, district or state leadership can view these as data collected for student work for NTI days. In the Assessment Admin module create and schedule an express test or manual test. Students complete these assessments in CIITS. In the Classrooms module students can upload completed assignments to Student Workspace.

Creating and Scheduling Tests

Use the following guidelines when creating the assessment:

1. Enter the **Test Name** using the following naming convention: ***<u>NTI Day #: Name of Choice</u>*** (ex: NTI Day 3: Fractions)
2. Select the **Test Category** option ***My Classroom*** or ***Send to Gradebook***

Use the following Quick Reference Cards (QRC) to assist with creating an Express Test or Manual Test:

3. ***[QRC – Create an Express Test](#)***

   [QRC – Create a Manual Test](#)

   Note: For additional assistance with specific test items visit the [CIITS Google Training Site Assessment Admin](#) page for more available QRCs.

Use the **Schedule a Test** and **Assign a My Classroom Test** sections of the following QRC to assist with scheduling the assessment:

4. ***[QRC – Scheduling Tests](#)***

Use the following QRC for accessing and monitoring the Classroom Assessment Monitor:

5. ***[QRC – The Classroom Assessment Monitor](#)***

Accessing Student Usernames and Passwords

To access student usernames and passwords you must first create an assessment.

If you have already created an assessment the usernames and passwords for students scheduled to that assessment can be found on the test details page (see page 2 of the QRC below).

If you have not created an assessment and need access to the students usernames and passwords follow the directions on the following QRC.

- ***[QRC - Student Usernames and Passwords](#)***

Uploading Completed Assignments to Student Workspace

Use the following guidelines when creating a student portfolio for collecting NTI Student Work:

1. Create a Student Workspace Portfolio for each of the students course/sections required for NTI and title using the following naming convention: ***<u>NTI: Teacher Name</u>*** (ex: NTI: Jose McMurdo)

   Note: Both teachers and students have the ability to create these portfolios

   Note: Align each portfolio to the corresponding course/section

2. When guiding students to upload completed assignments to Student Workspace ensure they **Create a Work Item** under the correct NTI Teacher's portfolio and title using the following naming convention: ***<u>NTI Day #: Name of Choice</u>*** (ex: NTI Day 6: Summary of Chapter 7)

Use the following training guide to assist with using the Student Workspace by both teachers and students:

3. ***[Training Guide – Student Workspace](#)***

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Collecting NTI Learning Outcomes Using CIITS

In the Classrooms module, use the lesson planner to schedule a lesson plan or standards coverage on a calendar. For teachers, the Lesson Planner page displays a personal calendar as well as a separate calendar for each of the teacher's sections.

When you schedule a lesson plan or standards coverage on a calendar the state can view these as data collected for learning outcomes for NTI days.

Create & Schedule a Lesson Plan or Standards Coverage

Use the following guidelines when creating the Lesson Plan or Scheduling Standards Coverage:

1. **Title** the lesson plan or standards coverage using the following naming convention: ***NTI Day #: Name of Choice*** (ex: NTI Day 1: Adding Binomials)

   Note: If you are using an existing Lesson Plan you will need to make a copy, form the test details page, and rename accordingly.

Use the following Quick Reference Cards (QRC) to assist with creating a Lesson Plan:

2. ***QRC – Create a Lesson Plan***

   Note: For additional assistance with Lesson Plans visit the CIITS Google Training Site Classrooms page for more available QRCs.

Use the following QRC to assist with scheduling the Lesson Plan or Standards Coverage on the Calendar:

3. ***QRC – Using the Lesson Planner***

Note: Review the Lesson Planner Navigation then refer to the following sections for help Schedule Lessons or Schedule Standards Coverage

Collecting & Submitting NTI Documentation

The following documentation is necessary for submitting NTI Data collected in CIITS. This documentation will be submitted via email following the directions below and may be submitted separately from other NTI documentation.

Documentation for Teachers to submit to their NTI District Coordinator

Open and save the following form to track documentation collected throughout the year for NTI using CIITS:

- **Form - NTI Collection Form for CIITS Data**

Documentation for NTI Coordinators to collect and submit to the State NTI Program Manager

Use the following guidelines to collect all NTI Forms from teachers within your district:

1. Collect all forms in 1 folder titled using the following naming convention: **NTI_Forms-District_Name** (ex: NTI_Forms-Boyle_County)

Use the following guidelines to zip the folder:

2. Right click on the folder, go down to **send to** and select **Compressed (zipped) folder**

   Note: This will make a copy of the original folder with the same **title.zip** (ex: NTI_Forms-Boyle_County.zip) within the same location.

Use the following guidelines to submit the zipped folder with all completed forms to the State NTI Program Manager via email.

3. Use the following subject naming convention: **NTI Forms – District Name** (ex: NTI Forms- Boyle County)

4. Email to State NTI Program Manager, Beth Peterson, beth.peterson@education.ky.gov